

Income Guidelines w/Acceptable Documentation

- Proof of Income Eligibility (*see income guidelines chart - 70% of the Lower Living Standard Income Level, and income sources listed below*) – hard copy documentation for each source of income is required. **Note:** documentation (*ex: pay stub*) must include the **Name** of the family member.

(Cash Welfare, Food Stamps, and Supplemental Security Income recipients are automatically low-income eligible. Verification of benefit is required. Youth with approved disabilities may be determined as a family of one for purposes of income eligibility.)

Income Guidelines – based on earnings for 6 months prior to application

| Household Income* Must Not Exceed 70% of the Lower Living or Poverty Income Guidelines | | | | |
|---|----------------------|--------------------------|----------------------------|-------------------------|
| Family Size | Annual Income | or Monthly Income | or Bi-Weekly Income | or Weekly Income |
| 1 | \$10,830 | \$902 | \$416 | \$208 |
| 2 | \$15,578 | \$1298 | \$599 | \$300 |
| 3 | \$21,379 | \$1,782 | \$822 | \$411 |
| 4 | \$26,392 | \$2,199 | \$1,015 | \$508 |
| 5 | \$31,148 | \$2,596 | \$1,198 | \$599 |
| 6 | \$36,424 | \$3,035 | \$1,401 | \$700 |
| 7 | \$41,700 | \$3,475 | \$1,604 | \$802 |
| 8 | \$46,976 | \$3,915 | \$1,807 | \$903 |
| 9 | \$52,252 | \$4,354 | \$2,010 | \$1,005 |
| 10 | \$57,528 | \$4,794 | \$2,213 | \$1,106 |
| <i>Refer to Program Operator for family size greater than 10</i> | | | | |

* Income amounts are determined before taxes and other deductions are taken. Income requirements are subject to update by the NYS Department of Labor (last updated April 2009).

Income Sources to Include and Acceptable Documentation

| Include For Determination | Do Not Include |
|---|---|
| • Wages, Salaries (<i>gross</i>), including Tips | • Unemployment Insurance Benefits |
| • Net earnings from self-employment | • Public Assistance (<i>welfare</i>) |
| • Interest & Dividends from savings & investments | • Supplement Security Income (SSI) |
| • Pension Income (<i>all types</i>) | • Lump-sum (<i>one-time</i>) Worker's Comp |
| • Rental Income (<i>net</i>) | • Lump-sum (<i>one-time</i>) Insurance Awards |
| • Alimony | • Lump-sum Inheritance |
| • Lifetime Annuities/awards | • Proceeds from sell of property |
| • Disability Benefits (<i>except one-time lump-sum</i>) | • Child Support |
| • Worker's Compensation (<i>except one-time lump-sum</i>) | • Tax Refunds |
| • College/university grants, aid fellowship | • Loans |
| • Military Family Allotments | • Gifts |
| | • Pell Grants or Federal Work Study |
| | • Active Duty Pay for Veterans |

- **Other required documents include: proof of identity such as SS Card, and date of birth such as birth certificate.**